

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN
DETROIT, MICHIGAN**

OFFICE OF THE COURT ADMINISTRATOR/CLERK OF COURT

DEPUTY COURT ADMINISTRATOR - #98-7

Starting Salary/Grade (depending on qualifications): JSP-14 - 16 (\$67,427 - \$120,924)

The top management of the Clerk's Office consists of the Court Administrator/Clerk of Court, and the Deputy Court Administrator and Chief of Court Services who report directly to the Court Administrator. The Deputy Court Administrator is responsible for managing the Clerk's Office and overseeing the performance of the statutory duties of that office to the extent that they are not otherwise delegated or assigned to the Chief of Court Services. The Chief of Court Services is responsible for the administrative services of the Court (including Probation and Pretrial Services). The Court currently has 21 District Judges and 7 Magistrate Judges with 380 employees including chambers staff, Clerk's Office, Probation Department and Pretrial Services Agency. The main office is located in Detroit, with divisional offices in Ann Arbor, Bay City, Flint and Port Huron.

Responsibilities and Duties include:

- Acts in the absence of the Court Administrator.
- Consults with and makes recommendations to the Court Administrator regarding Court policies and procedures.
- Participates in administering personnel matters (including promotions and salary increases, and, subject to approval by the Court Administrator and the Chief Judge, disciplinary actions and dismissals); ensures that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages Court Operations staff, including courtroom deputy clerks and divisional offices.
- Designs and manages training programs.
- Conducts special studies as directed and prepares statistical and narrative reports.
- Manages processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the Court.
- Manages the jury operations of the Court; makes recommendations as required to improve juror utilization.
- Manages the automation program for the District Clerk's Office and judicial officers.
- Maintains liaison with judicial officers and other court agencies regarding case-related matters.

- Performs other duties as assigned.

QUALIFICATIONS

To be qualified for appointment to the position of Deputy Court Administrator, a candidate must possess a strong knowledge of automated systems, strong analytical and interpersonal skills including the ability to communicate effectively both orally and in writing, and the following years of experience (one of which must have been at the next lower JSP grade level or its equivalent):

Required: A minimum of 10 years of progressively responsible administrative experience in business or public service which provided a thorough understanding of organizational, procedural and human aspects in managing an organization. At least six of the ten years must have been in a position with substantial management responsibility.

Preferred: Management experience in a court administrator's office or clerk's office in a federal or state court.

EDUCATION

Required: Bachelor's degree

Preferred: Master's degree in public, business or judicial administration.

PROCEDURES FOR APPLYING

To be assured of consideration, applicants should submit a letter and resume to Personnel Office, United States District Court, 814 Theodore Levin United States Courthouse, Detroit, Michigan 48226 before 5:00 p.m. on Friday, May 1, 1998. Travel expenses for first-round interviews will be the responsibility of the applicant. Travel expenses for final-round interviews will be reimbursed by the Court. Reimbursement of relocation expenses is not permitted under Judicial Conference policy in effect at this time. This position is subject to mandatory EFT participation for payment of net pay. Final candidates will undergo a criminal background check.

The United States District Court is an Equal Opportunity Employer

3/10/98